

1. Agency Position No. R398118
6. OPM Certification No.

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Date _____

22. Position Classification Standards Used in Classifying/Grading Position

Standard Position Description R398118
Position Class Standard for GS-482/486
HRC4-4, 12/97

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Initials	Date	Initials	Date	Initials	Date
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Date _____

c. Classifier

Performance Level

Classification Conv

NSN 7540-00-534-4265

Previous Edition Useable

SCQ8-106

OF 3 (Rev. 1-65)
U.S. Office of Personnel Management
FPM Chapter 295

Fish and Wildlife Biologist (Private Lands), GS-401-12
Fishery Biologist (Private Lands), GS-482-12
Wildlife Biologist (Private Lands), GS-486-12

Introduction:

This is an interdisciplinary position. The incumbent serves as a Fish and Wildlife Biologist, Fishery Biologist, or Wildlife Biologist at a generally high profile station of the U.S. Fish and Wildlife Service (Service) and is involved with all aspects of resource protection on Private Lands with emphasis on complex interactions having a high degree of impact on wetlands, listed species, migratory birds, National Wildlife Refuge System lands, and other Service responsibilities.

The station generally is involved with several of the following which impact the scope and complexity of the incumbent's duties: large private lands coordination area, and a variety of high priority/profile fish and wildlife species; reproducing threatened or endangered species populations; a wide diversity of habitat restoration opportunities; intensive agricultural, urban or other watershed land use disruptions; serious contaminant or pollution issues; and a variety of cooperative research or monitoring projects on wildlife and habitat. Incumbent generally reports directly to a GS-13 or higher Project Leader.

A. Major Duties:

- Provides leadership for the design and implementation of a comprehensive habitat restoration and technical assistance private lands program within the area of responsibility.
- Proposes, designs, and conducts habitat improvement projects on private lands with emphasis on stream, wetland, riparian and upland restoration and enhancement. Obtains landowner approval, completes necessary agreement documents and successfully oversees project construction.
- Prepares management plans adequate to ensure preservation, protection, and enhancement of fish and wildlife habitat on project sites. This requires coordination and review of plans that may encompass any and all programs that affect fishery and wildlife resources. These include, but are not limited to, fire management, moist soil management, grazing management, wetland restoration and management, water quality and quantity concerns, forest management, or grassland restoration and management.
- Conducts ongoing analysis of the private lands program and reports on habitat restoration, and technical assistance accomplishments, and incorporates results of special studies or investigations. Drafts or prepares reports with recommendation for changes, elimination, or improvement of operations and program plans.
- Provides assistance in carrying out programs to further good relations with local, state and other Federal agencies, non-governmental organizations, and local communities. Informs and educates the general public on the goals and objectives of the station, the private lands program and the Service.

- Develops and negotiates cooperative agreements and memoranda of understanding with various governmental and non-governmental agencies and organizations to provide funds and services for habitat restoration, biological monitoring and investigations. Assures project compliance with relevant state and Federal statutes that address historic and cultural preservation, clean water, endangered species, etc.
- Reviews new or proposed legislation/regulations and provides comments on potential affects to natural resource management.
- Prepares and delivers presentations to diverse interests on various aspects of the private lands program and the Service.
- Responds to written, telephone and in-person inquiries from the public and the news media.

B. Factors:

1. Knowledge Required by the Position: Factor level 1-8 1550 Points

Mastery of fishery biology or wildlife biology to apply new scientific findings, developments, and advances to the solution of critical problems in the Private Lands program of a particularly unique, novel, or highly controversial nature. Included are problems for which current information is inconclusive, or is in the form of suppositions or theories about the effectiveness of certain treatments on the specific fishery or wildlife resource problems on these lands.

Incumbents apply comprehensive knowledge of principles, theories, and methodologies to develop or refine solutions and recommendations to complex problems; to develop long-range (5-15 year) management plans for large, geographic areas; and to project trends and future needs related to fishery or wildlife resources. They also apply such knowledge to extend existing techniques and methodologies or to develop new approaches for use by other biologists, representatives of commercial or industrial firms, farmers, private landowners, State agencies, or interest groups, and to take actions which have significant impact on existing agency policies and programs.

Incumbents are generally recognized as technical experts in a particular resource program, one or more program areas, or a subject matter field. Therefore, they apply extensive knowledge of the latest technological advances in particular areas of fishery or wildlife resource management sufficient to evaluate their potential impact on current and future programs, including the development of plans and procedures required to implement such advances.

Comprehensive knowledge of agency, State, county, or tribal policies, as well as other Federal agency policies, procedures, regulations and applicable statutes pertaining to biological issues and concerns, and extensive knowledge of the latest developments in concepts or strategies is required to evaluate agency programs, development plans, and current practices and procedures associated with fishery or wildlife resource management activities on private property.

Knowledge such as that described above is applied in the execution of controversial programs, resource planning, recovery efforts, fishery or wildlife objectives, decision documents, or formal consultations that significantly impact agency priorities on a national or regional basis.

2. Supervisory Controls:

Factor level 2-4

450 Points

The supervisor establishes overall goals and resources available. The biologist and supervisor confer on the development of general objectives, projects, work to be done, and deadlines.

The biologist is responsible for planning and executing assignments, selecting appropriate techniques and methodology, and determining the approach to be taken. The biologist is expected to resolve most problems that arise and coordinate the work with others in the same or other resource areas or disciplines as necessary. The biologist interprets and applies program policy in terms of established objectives; keeps the supervisor informed of progress, potentially controversial problems, concerns, issues, or other matters having far-reaching implications.

Completed work is reviewed for general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

3. Guidelines:

Factor level 3-3

275 Points

A number of general guidelines are available, such as engineering, handbooks, restoration guides, evaluation methodologies and broad objectives have been established.

Although the guidelines that are available may not be completely applicable to the work situation, the biologist uses judgment in determining which appropriate alternatives should be used. The biologist uses judgment interpreting and adapting guidelines for application to specific situations or problems. In cases where guidelines lack specificity, the biologist makes generalizations from several guidelines in carrying out work efforts, analyzes results, and recommends changes. The biologist determines when problems require additional guidance.

4. Complexity:

Factor level 4-4

225 Points

The incumbent is typically involved in a full range of professional activities and in the application of many different and unrelated biological concepts. Incumbents regularly encounter interdependent resource and socioeconomic problems as they relate to land use in an agricultural or urbanized setting. They apply flexibility and judgement in approaching problems and applying biological methodologies and practices to obtain an optimum balance between program requirements and policies, differences in the mission of agencies, and the demands of landowners and the various interest groups. Some assignments involve conflicting special interest groups or tribal demands that influence the redirection of management priorities, objectives, and agency policy. The demands may result in appeals to higher level authorities within the agency or other agencies that have a mutual interest.

Assignments typically involve administrative and resource problems which require indepth analysis and evaluation of alternatives; environmental problems with conflicting requirements accompanied by resolutions which may have serious implications for agriculture, commercial concerns, or the general public. The work requires biologists to identify independently the boundaries of the problem involved, the kinds of information needed to solve the problem, and the criteria and techniques to be applied in accomplishing the assignment.

Typically, the assignment requires the incumbent to relate new work situations to precedent situations, extend or modify existing techniques, or develop compromises which require substantial effort to overcome resistance to change when it is necessary to modify an accepted method or approach.

5. Scope and Effect:

Factor level 5-4

225 Points

The purpose of the work includes developing new or improved techniques or criteria for the conduct of projects. The work involves advisory, planning, or review services on specific problems, programs or functions. It may involve unusual problems, development of new approaches or techniques, and validation of programs and plans such as those associated with studies that are prepared for management or administrative use. Other work involves projects or assignments related to recovering endangered or threatened species; managing a habitat to assure the perpetuation of Federal Trust Species; and evaluating the results of watershed improvement/degradation on major fishery or wildlife problems. Work situations may be complicated by administrative problems, including the availability of funds and personnel resources, the accuracy of data bases, and information/exchange methodologies.

The results of the work, or work products, affect the work of state and county officials, tribal organizations, and program managers or technical specialists in outside agencies. The work also influences the effectiveness or acceptability of agency goals, projects, programs, and objectives. Activities typically involve problems which impact or affect the continued existence of a resource or resource area on privately owned property.

6. Personal Contacts:

Factor level 3

Individuals or groups from outside the employing agency such as biologists and managers from other agencies, contractors, or representatives of professional organizations, the news media, agribusiness, private landowners, or public action groups. The work may also include contacts with the FWS Director or program officials several managerial levels removed from the employee when such contacts occur on an ad hoc or other irregular basis. In many cases the contacts may be on an ad hoc basis and the role of each party is established and developed during the course of the contact.

7. Purpose of Contacts:

Factor level c

180 Points

To influence persons or groups who may hold different opinions or interests, and to motivate individuals to implement land use decisions that are compatible with fish and wildlife resources. The employee uses care in approaching the contacts, gains compliance with established policies and regulations by persuasion or negotiation.

8. Physical Demands:

Factor level 8-2

20 Points

The work requires some physical exertion such as long periods of standing, walking over rough, muddy, uneven, swampy, or mountainous terrain, recurring periods of bending, crouching, stooping, stretching, reaching, or similar activities, and recurring lifting of moderately heavy items weighing up to 50 pounds.

9. Work Environment:

Factor level 9-2

20 Points

The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Exposure to temperature and weather extremes is regular and recurring in the performance of the outdoor work. The incumbent is also exposed to various hazards common in wild habitats.

A condition of employment is the wearing of the official Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class __ and __.

Total 2945 Points = GS-12